



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:** REGISTERED PROFESSIONAL NURSE - Utilization Review and Reimbursement Department

**SALARY:** \$21.16 - \$24.46 Hourly

**LOCATION:** Monroe Community Hospital

**HOURS:** Monday through Friday, days

### **JOB SUMMARY:**

This is a full-time professional position involving responsibility for managing the patient interview requirements of the Minimum Data Set, assisting with Health Maintenance Organization case management coverage, periodic Minimum Data Set completions and other tasks as requested to ensure continuous coverage of department duties. General supervision is received from a senior level staff member. Does related work as required.

### **In order to perform the duties of this position, an applicant should possess or be able to:**

- Have experience or exposure to medical record reviews and resident assessments
- Have a basic understanding of regulatory compliance
- Willingness to learn a variety of Skilled Nursing Facility payer requirements
- The ability to work successfully as part of a multidisciplinary team
- A clear and effective verbal and written communication style
- Basic computer skills
- Function independently
- Exceptional organization skills
- Willingness to develop new skills and to be flexible

### **MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited or New York State registered school of nursing.

### **SPECIAL REQUIREMENTS:**

Possession of a New York State License as a Registered Nurse.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

<b>Send Applications to:</b>	Monroe Community Hospital Human Resources Department 435 East Henrietta Road Rochester, New York 14620
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**Posting Deadline:** Until Position is Filled